

POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highest ranking position in the police department, the primary duty of which is acting as administrative head of the department. The Police Chief is responsible for the organization and management of department operations, for management of personnel, and for management of all department assets. The employee of this class plans and directs systems to provide law enforcement and crime prevention services for the community, and provides for all support functions for these operations, including production and maintenance of records, development of a crime prevention program, and public relations. The employee of this class works with a high degree of independence in the performance of duties, reporting to the Mayor who reviews and oversees the work of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops management policies, and determines goals and objectives for the department. Organizes the department by creating a structure that will best utilize available resources in providing law enforcement services for the community. Organizes the personnel management functions of the department to efficiently provide required services while minimizing expense. Reviews incoming communications, making assignments to staff and writing comments and notes as necessary in order to route work to the appropriate person or location.

Reviews department structure and operations as a result of research conducted and decides if new programs or policies are needed or if changes in current structure or operation are required. Reviews existing or proposed legislation, regulations, or court rulings to determine if department operations are affected. Monitors any local conditions which may create situations the department may be called upon to handle. Develops methods to evaluate productivity, and identifies target areas for productivity improvement.

Develops a personnel recruitment and selection program, interviews prospective employees, and makes recommendations for hiring. Maintains promotional eligibility lists and recommends promotions. Establishes a system of performance evaluations and uses information from evaluations to make personnel decisions. Develops a grievance resolution procedure. Prepares for and

participates in collective bargaining efforts.

Collects and analyzes data on extent and causes of risk and devises a risk management program; monitors the results of the risk management program. Develops and implements a safety program for the department. Establishes and maintains a system of line and staff inspections to exercise control through observation and review. Develops a report review system to be used as an inspection process for analyzing the quality of police service. Establishes an internal affairs review process to investigate any violations of the code of conduct for department members.

Manages the operation of the general accounting system for the department. Authorizes the expenditure of funds allocated for police department operation. Prepares a departmental operating budget, including procedures such as collecting and analyzing all necessary fiscal information, reviewing divisional operating budgets, and preparing revenue and expenditure estimates.

Oversees and utilizes a system of information management. Establishes policy and supervises the production of records and reports. Compiles, analyzes, and organizes data needed and writes reports needed to document the operation of the department. Writes letters in answer to requests or needed to address needs of the department.

Promotes a positive public image of the department. Coordinates the work of the department with related federal, state, and local agencies. Serves as department representative at any required meetings, and works with boards and agencies whose operations affect the police department. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Determines target areas for crime prevention and develops a public education program to meet identified community needs.

Supervises department employees, making and monitoring work assignments, providing tools and equipment and a safe work environment, and insuring that employees meet departmental standards for safety and propriety. Holds meetings to receive reports, disseminate information, or discuss work problems. Provides for on-the-job training for subordinates. Evaluates training needs, establishes a training program, and maintains the program, providing for outside training when needed.

Orders and purchases equipment and supplies, keeping such purchases within the established budget.

Manages the law enforcement functions of the department, including planning, organizing, and directing patrol functions, traffic control, criminal investigation, special tactical operations, and handling of juveniles.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

Before appointment, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least eight (8) years of progressively responsible experience in law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities **OR** must have a bachelor's degree or an associate degree in criminal justice, police administration, or other law enforcement curriculum and at least eight (8) years of progressively responsible experience in law enforcement positions. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least ten (10) years of progressively responsible experience in law enforcement positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience should include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

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